Office Memorandum UNITED STATES GOVERNMENT

: Deputy Director of Training (General) TO

DATE: 15 Feb. 52

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FROM

SUBJECT: Weekly Report: 7 Feb. - 14 Feb. 52

1. On 8 February, at the request of the Chairman of the Working Group on Trainees, I appeared before the Working Group to explain present testing, interviewing, and evaluation procedures used by the Office of Training in the appraisal of Professional Trainees - before they are employed, while they are being trained, and upon completion of their training. This Working Group requested that I present in writing to them ideas and recommendations for the selection of Professional Trainees. A memo on that subject, dated 14 Feb., has been forwarded to the Chairman of the Working Group on Trainees.

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25X1A9a On 12 Feb. a conference was held with to discuss evaluation procedures for the PT-III class. New procedures, both administrative and substantive, have been evolved and promise to be much better than those used in the past.

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3. On 12 Feb. I reviewed a memo on Selection Out Procedures, at who had chairmaned the preparation of this the request of of OPC and 25X1A9a of ORR. These men were a memo with subgroup of the Working Group on Development of Personnel Programs. My contribution to this memo consisted of suggesting that an employee, who was warned of the possibility of separation, should be given the opportunity of requesting and receiving an assessment before his appearance with the Review Board.

4. Research studies mentioned in previous Weekly Reports continue to be worked on.

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6. I was told by of the Classification Branch that 25X1A9a s position would be reclassified to a GS-6 so that her promotion could be made effective.

7. On 13 Feb., an evaluation conference was held with and all members of his staff.

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8. During the week I have attended three lectures at the National War College and plan to attend the fourth one tomorrow morning. This week's emphasis at the National War College is on psychological warfare.

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9. During the past week, four applicants for trainee slots were tested, as well as one applicant for CCS.

10. This Thursday we began the testing of Professional Trainees, which will be continued and terminated on Saturday, 16 Feb.

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